


10 JUL 1969

**MEMORANDUM FOR:** Acting Chief, Support Services Staff  
**SUBJECT:** ADP MIS Semiannual Report  
**REFERENCE:** Memo to DTR dtd 30 June 69 from AC/SSS,  
subj. same

The Office of Training has no computer equipment. The only OTR manpower used in the ADP area is involved in input only. Our report, therefore, is negative.

  
**HUGH T. CUNNINGHAM**  
Director of Training

**Distribution:**

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9 0 JUN 1969

MEMORANDUM FOR: Director of Communications  
Director of Security  
Director of Logistics  
Director of Personnel  
Director of Finance  
Director of Medical Services  
Director of Training

SUBJECT : ADP MIS Semiannual Reports

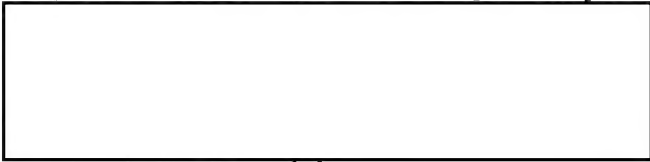
REFERENCE : Bureau of the Budget Circular  
No. A-83

1. ADP Unit submissions of semiannual MIS reports are due in O/PPB by 15 July 1969. In order to permit time for review of your reports and compilation of the Directorate reports, transcript sheets should be forwarded to C/SSS, in duplicate, no later than 10 July 1969.

2. Reporting instructions for the four reports required for the period through 30 June (ADPE Inventory, Projected EDPE Gains-24 month projection, EDPE Utilization, and Summary ADP Manpower and Costs) are furnished in the ADP MIS Manual.

3. New machine printouts are not available, so the data base for preparation of your office reports will be the latest machine printout received, plus any subsequent input formats submitted.

4. If there has been no change in your inventory since the submission of your most recent update transcript sheet, please submit a memorandum which states that there are no unreported changes in your inventory.

  
Acting Chief,  
Support Services Staff

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